

U.S. DEPARTMENT OF ENERGY (DOE) NATIONAL TRANSPORTATION PROGRAM, ALBUQUERQUE (NTP-A) Standard Operating Procedure			
Title: NTP-A/PO Requirements for Planning, Conducting, and Tracking Field Office Self-Assessment Activities			
Procedure No: NTP-A-FOTEP.001	Revision No: 0	Date: November 2000	Page: 1 of 4

1.0 PURPOSE

To specify a consistent NTP-A/PO approach to planning, scheduling, and tracking DOE Field Office self-assessment activities related to the Field Office Transportation Evaluation Program (FOTEP) Process.

2.0 SCOPE

Provide requirements and approach to planning, conducting, and tracking DOE Field Office self-assessments with regard to transportation and packaging activities.

This procedure applies to DOE-HQ, NTP-A, Field Office, and Program Management personnel performing transportation and packaging tasks and activities.

3.0 REQUIREMENTS, REFERENCES,

3.1 Requirements

- a. DOE Order 460.1A, "Packaging and Transportation Safety," October 2, 1996
- b. DOE Order 460.2, Change 1, Version 1, "Departmental Materials Transportation and Packaging Management," September 27, 1995
- c. DOE Order 200.1, "Information Management Program," September 30, 1996
- d. Title 10, Code of Federal Regulations
- e. Title 40, Code of Federal Regulations
- f. Title 41, Code of Federal Regulations
- g. Title 49, Code of Federal Regulations

3.2 References

- a. DOE Manual 411.1-1A, "Safety Management Functions, Responsibilities, and Authorities Manual," October 18, 1999.
- b. DOE Order 414.1A, "Quality Assurance," September 29, 1999.
- c. DOE G 414.1-2, "Quality Assurance Management System Guide for Use with 10 CFR 830.120 and DOE O 414.1A," June 17, 1999.

Title: NTP-A/PO Requirements for Planning, Conducting, and Tracking Field Office Self-Assessment Activities			
Procedure No: NTP-A-FOTEP.001	Revision No: 0	Date: November 2000	Page: 2 of 4

4.0 GENERAL REQUIREMENTS

- 4.1** Planning, conducting, and tracking self-assessment activities and allocation of resources should be based on the status, risk, and complexity of the activity. Scheduling of self-assessment activities should be flexible, with additional attention given to areas of questionable performance.
- 4.2** DOE-HQ, NTP-A, Field Office, and Program Managers provide input to the planning of self-assessment activities for their areas of responsibility.

5.0 PROCEDURE

Attachment A is a flow chart depicting the overall work process associated with this procedure.

6.0 RECORDS

Documentation generated as a result of this procedure will be identified, classified, and prepared in accordance with DOE Order 200.1 and managed with respect to the requirements specified in DOE G 200.1. At a minimum, the following are considered Quality Assurance (QA) records.

- 6.1 Copy of the Self-Assessment Request Cover Letter
- 6.2 Copy of the Field Office Self-Assessment
- 6.3 Copy of the NTP-A Response Letter
- 6.4 Copy of the Determination Letter

7.0 ATTACHMENTS

- 7.1 Attachment A - Planning, Conducting and Tracking Self-Assessment Activities Process Flow Chart

Title: NTP-A/PO Requirements for Planning, Conducting, and Tracking Field Office Self-Assessment Activities			
Procedure No: NTP-A-FOTEP.001	Revision No: 0	Date: November 2000	Page: 3 of 4

8.0 REVISION LISTING

<u>Revision Number</u>	<u>Description</u>	<u>Date Approved</u>
0	NTP-A-FOTEP.001	November 2000

Title: NTP-A/PO Requirements for Planning, Conducting, and Tracking Field Office Self-Assessment Activities			
Procedure No: NTP-A-FOTEP.001	Revision No: 0	Date: November 2000	Page: 4 of 4

Attachment A
 Planning, Conducting, and Tracking Self-Assessment Activities
 Process Flow Diagram

